


Name: \_\_\_\_\_

*Instructions: Check the column with the response that closest describes your computer skill level.*

	Yes	No	I can't do this at all.	This is very hard for me.	I can do this, but not as well as I would like to.	I can do this well enough.	Comments
<b>Computer Skills</b>							
1. Turn on/off computer, monitor, printer.							
2. Use a mouse.							
3. Use a keyboard.							
4. Recognize floppy & CD-ROM disks.							
5. Know meaning of hourglass. 							
6. Open a desktop (icon) software program.							
7. Open a program, using START menu.							
8. Use a software program and navigate menus.							
9. Name basic computer system parts.							
10. Successfully Exit a program.							
11. Minimize/maximize/open programs.							

	Yes	No	I can't do this at all.	This is very hard for me.	I can do this, but not as well as I would like to.	I can do this well enough.	Comments
12. Use help screens in software programs.							
13. Use undo/redo functions							
<b>Word Processing Skills</b>							
14. Create /save a new document.							
15. Open/Close a document.							
16. Use drop down menus.							
17. Use undo/redo functions.							
18. Can you move/insert text into different parts of a document using mouse/arrow keys							
19. Correct errors using backspace/ delete keys							
20. Cut and paste.							
21. Change font/size/color.							
22. Format text (bold, italicize, underline, justify)							
23. Set margins.							
24. Use Spell Check.							
25. Print document.							
26. Use "Save As".							

	Yes	No	I can't do this at all.	This is very hard for me.	I can do this, but not as well as I would like to.	I can do this well enough.	Comments
27. Save and moving WordPerfect documents from one folder to another							
28. Print WordPerfect documents to PDF files							
<b>Internet Skills</b>							
29. Use an internet browser like Internet Explorer or Netscape Navigator to get desired information.							
30. Recognize a URL							
31. Type a URL in the Open Box.							
32. Use Back and Forward commands.							
33 Use Hyperlinks							
34. Use a search engine like Yahoo, Google or other, to do a simple search for information.							
35. Add/Delete files to Favorites in Internet Explorer							
36. Download and save files from the intranet or internet							
<b>Adobe Acrobat Skills</b>							

	Yes	No	I can't do this at all.	This is very hard for me.	I can do this, but not as well as I would like to.	I can do this well enough.	Comments
37. Do you know Adobe Acrobat							
38. Do you use the Adobe Acrobat software that is on your computer desktop?							
30. Have you filled out a form on the computer?							
40. Have you ever converted any document from WordPerfect to Adobe?							
41. Do you have knowledge and understanding of Adobe Acrobat software?							
<b>Electronic Mail (Email) Skills</b>							
42. Add email addresses to your personal address book in Lotus Notes							
43. Create individual folders and archives in Lotus Notes							
44. Attach a file to an outgoing email message							
45. Detach and save an email attachment to where you want it and can easily locate							
46. Forward email to multiple receivers at the same time							

	Yes	No	I can't do this at all.	This is very hard for me.	I can do this, but not as well as I would like to.	I can do this well enough.	Comments
47. Send email messages to people outside of my organization							
48. Maintain an email account by saving and deleting messages							
<b>Computer File Maintenance</b>							
49. Do you know how to create and delete file folders							
50. Are you comfortable with moving computer files one computer drive to another							
51. Do you know how to properly search for a document without going through the entire computer file system							
52. If you deleted a document, do you know how to retrieve it from the computer system							
53. Do you know the difference between a file name and a file extension							
54. Do you know what a shortcut is							

Computer Security		
	Yes	No

55. Are you familiar with our court's computer security policy?		
56. Are you familiar with our court's Internet use policy?		

*In the space below please provide any additional comments or suggestions that you may have regarding training.*

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*Submit to Mari Carmen Pizarro by Monday, October 24, 2003.*